



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTEENTH MEDICAL COMMAND
UNIT #15281
APO AP 96205-0054

REPLY TO
ATTENTION OF:

EAMC-L-PMD (710)

16 OCT 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum Number 18, Company Commander Change of Command Inventory and Out-brief Procedures

1. References.
 - a. AR 735-5, Policies and Procedures for Property Accountability, 31 Jan 98.
 - b. 18th MEDCOM Policy Letter #11, Property Accountability Procedures, 9 Oct 02.
2. Purpose. The purpose of this policy memorandum is to ensure that Company Commanders have completed joint change of hand receipt inventories prior to relinquishing command. This policy letter serves as a Standing Operating Procedure (SOP) regarding change of command inventories, and will be used as grounds for disciplinary action in instances where commanders change command without properly accounting for unit Table of Distribution Allowance (TDA), Modified Table of Organization and Equipment (MTOE), or Furniture Management Office (FMO) property.
3. Background. The Commander, 18th Medical Command (MEDCOM) views property accountability as an extremely vital duty of a commander. For this reason, every incoming and outgoing company commander will outbrief the battalion commander to verify proper procedures have been followed.
4. Battalion Commander Responsibilities. Battalion/Troop commanders will brief all new company commanders on the policies outlined in this letter within thirty days of their assumption of company command. Battalion commanders will meet with outgoing company commanders to review the status of the company hand receipt to ensure that procedures concerning the change of command inventory, hand over, and outbrief are understood, and are in progress. The Deputy Chief of Staff, Logistics (DCSLOG) or 18th Medical Command Property Book Officer (PBO) will brief the Brigade's 0-6 company commanders.
5. Outgoing Company Commander Responsibilities. Outgoing company commanders will ensure that cyclic and sensitive items inventories occur throughout their command tour. They will take appropriate measures to replace lost or damaged property. These actions must be accompanied with the appropriate documentation. These documents will be available for inspection by the incoming commander. The DCSLOG, Property

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Management Division (PMD) will also be able to provide a copy of these documents. The outgoing commander will complete a joint 100% inventory of all property with the incoming commander or interim hand receipt holder. He/she will ensure the unit property (TDA, MTOE, Installation, and Furniture Management Office (FMO)) is properly signed for before change of command or departure from the theater.

6. Interim Unit Hand Receipt Holder Responsibilities. In the event that there is not an adequate overlap between the incoming and outgoing commander, an interim hand receipt holder must be appointed. This individual must complete a 100% inventory of all unit property and sign for the unit property (TDA, MTOE, Installation and/or FMO). The outgoing commander will appoint a member of his/her unit, in the grade of E-7 or above, to serve as the interim hand receipt holder. This individual will serve in the capacity of the incoming commander for property accountability. This individual will be held accountable for all property until the incoming commander has had a chance to inventory and sign for it, or for a period of no more than 30 days, whichever is shortest.

7. Incoming Company Commander Responsibilities. The incoming commander has a maximum of 30 days from his/her arrival to the unit to inventory and sign for the unit property (TDA, MTOE Installation and/or FMO). If the incoming commander fails to sign for the unit property after 30 days, and has not requested and received a written extension from the battalion commander, or the DCSLOG for the brigade's 0-6 company commanders, the company commander will assume responsibility IAW governing regulations.

8. Emergency Equipment Issue Requirements during Change of Command Inventory. There may be instances during this period where equipment previously ordered is received, and is urgently needed by elements of the company. In such instances, the receiving entity (TDA, MTOE, Installation and/or FMO) will inform the outgoing and incoming commander (or the interim hand receipt holder) and obtain his/her approval for this issue from the incoming commander (or interim hand receipt holder). The items will be sub-hand receipted from the receiving entity's hand receipt, directly to the user within the company. A copy of this subhand receipt will be provided to the incoming commander (or the interim hand receipt holder). Within 3 working days after the company commander's hand receipt is signed, the subhand receipted equipment will be transferred to the company commander's hand receipt. The company commander (or interim hand receipt holder) will inventory this item and immediately sign the updated hand receipt.

9. Change of Hand Receipt Holder Out-brief. The outgoing commander (or interim hand receipt holder) who is relinquishing control of the unit property will schedule the change of hand receipt out-brief. This will be scheduled at least 3 days prior to the date requested for the out-brief. The incoming and outgoing commanders will brief their

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battalion commander after the change of command inventory. Battalion S-4s or Property book officers will review the actions taken by both commanders to ensure the inventory is accurate, and that all remaining issues have been resolved IAW AR 735-5 prior to the battalion commander out-brief. For smaller units not authorized a formal S4/PBO, coordination with the DCSLOG is required to ensure regulatory procedures for inventory have been completed, to include any adjustment documents. The Commander, HHC, 18th MEDCOM will out-brief the 18th MEDCOM Troop Commander. The Commander, HHC, 121st General Hospital, will out-brief the 121st General Hospital Troop Commander. The Commander of 106th Medical detachment, and 618th Dental Company will out-brief the 18th MEDCOM DCSLOG. The outgoing commander or interim hand receipt holder will provide the battalion commander with a copy of the TDA, MTOE, Installation, and/or FMO hand receipts, signed by the individual who has just assumed control of the unit's property. The unit supply NCO will attend this meeting as well. Copies of any adjustment documents (Report of Survey, etc.) and documentation regarding any urgent issue items (described in paragraph 8 above) must be presented at this time.

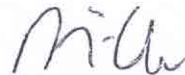
10. The outgoing commander will submit any adjustment documents required by AR 735-5 to the Property book officer at least 3 days prior to the scheduled signing of the hand receipts. If a Report of Survey is required due to the circumstances surrounding a loss, the Report of Survey will be initiated and all documents, to include statements will be provided with the survey to the PBO.

11. Financial responsibility. In the event that a report of survey is required, the outgoing hand receipt holder will initiate the report of survey. If the outgoing hand receipt holder is scheduled to depart the theater or PCS, the survey will be initiated with all documents, exhibits, statements, etc., required to conduct an appropriate investigation. All documents must be received prior to release of an individual to depart the theater. Once the survey is initiated with the appropriate documents and the appropriate commander is satisfied that all necessary actions have been taken, release to PCS will be authorized.

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12. The point of contact for this memorandum is the Chief, Property Management Division, Deputy Chief of Staff, Logistics, at DSN 736-6836.



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Commanding

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